

1955

## DEPARTMENT OF STATE

The Board of Examiners for the Foreign Service  
Announces an Examination for Appointment as

## FOREIGN SERVICE OFFICER

**TYPE OF EXAMINATION.** The Examination will be Written, Oral, and Physical.

**TIME AND PLACE OF EXAMINATION.** The Written Examination will be held on June 24, 1955 in Civil Service examination centers in the following cities:

Albuquerque, N. Mex.	El Paso, Tex.	Phoenix, Ariz.
Atlanta, Ga.	Hartford, Conn.	Pierre, S. Dak.
Augusta, Me.	Helena, Mont.	Pittsburgh, Pa.
Austin, Tex.	Honolulu, Hawaii	Portland, Ore.
Balboa Hgts., Canal Zone	Indianapolis, Ind.	Providence, R. I.
Baltimore, Md.	Jackson, Miss.	Raleigh, N. C.
Bismarck, N. Dak.	Juneau, Alaska	Reno, Nev.
Boise, Idaho	Kansas City, Kans.	Richmond, Va.
Boston, Mass.	Little Rock, Ark.	Sacramento, Cal.
Buffalo, N. Y.	Los Angeles, Cal.	St. Louis, Mo.
Charleston, W. Va.	Louisville, Ky.	St. Paul, Minn.
Charlotte Amalie, Virgin Islands	Madison, Wisc.	Salt Lake City, Utah
Cheyenne, Wyo.	Manchester, N. H.	San Francisco, Cal.
Chicago, Ill.	Marquette, Mich.	San Juan, P. R.
Cincinnati, Ohio	Montgomery, Ala.	Seattle, Wash.
Cleveland, Ohio	Montpelier, Vt.	Spokane, Wash.
Columbia, S. C.	Nashville, Tenn.	Springfield, Ill.
Dallas, Tex.	New Orleans, La.	Syracuse, N. Y.
Denver, Colo.	New York, N. Y.	Tampa, Fla.
Des Moines, Ia.	Oklahoma City, Okla.	Trenton, N. J.
Detroit, Mich.	Omaha, Nebr.	Washington, D. C.
	Philadelphia, Pa.	Wilmington, Del.

It will also be held at those American diplomatic posts and consulates at which candidates residing abroad may indicate in their applications that they wish to take the examination.

The Oral Examinations will be held in Washington and in other cities throughout the United States beginning in November, 1955.

The Physical Examination of each candidate successful in the Oral Examination will follow that examination.

All candidates who pass the Written, Oral, and Physical Examinations will be offered appointment as the needs of the Service dictate.

**PROCEDURE FOR APPLYING.** Application to take the examination announced herein must be made on State Department Form DSP-24. This form, properly filled out, must be received by the Board of Examiners at or before the close of business May 2, 1955. NO CONSIDERATION WILL BE GIVEN TO APPLICATIONS RECEIVED AFTER THAT TIME. THERE WILL BE NO EXCEPTION TO THIS RULE.

**ELIGIBILITY REQUIREMENTS.** To be eligible to take the Written Examination, an applicant must, as of May 1, 1955:

1. Be at least 20 and under 31 years of age.
2. Be, and have been for at least 10 years, a citizen of the United States.
3. If married, be married to an American citizen.

Applicants who live at a distance from Washington, and particularly applicants abroad, should take note that the deadline for receipt of applications is the close of business, May 2, 1955. They should accordingly obtain application forms well in advance of that date and should mail them in time to insure receipt by the Board of Examiners before the deadline.

Application blanks may be obtained from the Board of Examiners for the Foreign Service, Department of State, Washington 25, D. C.

**DESCRIPTION OF POSITIONS.** Foreign Service officers are appointed by the President by and with the advice and consent of the Senate. Under the direction of the Secretary of State, they are assigned to the Department of State and to posts abroad as diplomatic or consular officers.

Broadly speaking, the responsibilities of a Foreign Service officer are to carry out the foreign policy of the President as expressed in the directives of the Secretary of State, to keep the United States Government informed of developments abroad, to protect American citizens and interests in foreign countries, and to cultivate and maintain friendly relations with peoples of other nations.

Specifically, the duties of a Foreign Service officer include: negotiation with foreign officials; political reporting; economic reporting in the fields of labor, finance, transportation, communication, aviation, petroleum, etc.; commercial reporting and trade promotion; issuance of visas and passports; assistance to American shipping; protection of American citizens and property. In addition, there are numerous administrative duties in connection with the maintenance of offices abroad.

**SALARIES, ALLOWANCES, PROMOTIONS, RETIREMENTS, ETC.** Appointments as Foreign Service officer, Class 6, are made in the \$4,300 to \$5,000 per annum salary range according to age, experience, and qualifications. While officers are abroad their salaries are supplemented by quarters allowances unless they live in Government-owned quarters. Officers also receive cost-of-living allowances when stationed at posts where the cost of living is higher than at Washington. There are seven classes of Foreign Service officers. Salaries are determined by class rather than by post and range from \$3,993 to \$14,300. Officers reaching the highest class are frequently appointed by the President as ambassadors and ministers, at salaries which depend upon the nature of the appointment.

Promotions are made on the basis of merit after a minimum period of service in each class. Officers who are not promoted within a maximum period of service in each class are retired with proportional benefits from the retirement fund. Retirement is compulsory at the age of 60 unless an officer attains the rank of career minister. Retirement may also occur for disability or other reasons at an earlier age or after a shorter period of time with proportional benefits from the retirement fund.

The present regulations authorize annual leave on a graduated scale. An officer with less than three years of service receives thirteen work days; with from three to fifteen years of service, twenty work days; and after fifteen years of service, twenty-six work days. In addition, he accumulates, regardless of years of service, thirty work days of home leave at Government expense for himself and his family for each two-year period of service outside the United States. Home leave may be used only in the United States and its territories.

Travel expenses of an officer and his family and the expenses of shipping their effects are paid by the Government when an officer is proceeding under orders transferring him to a new post or to the Department of State in Washington. Families of officers generally accompany them to their posts.

In normal times, the United States has Foreign Service representatives in every country in the world, and consequently an officer has the opportunity to serve in many places during his career. Assignments generally range from two to five years at one post and may include service at posts with unpleasant surroundings or unhealthful living conditions.

**THE WRITTEN EXAMINATION.** The Written Examination will be scheduled as follows:

English Expression	9 o'clock to 10:30 o'clock
General Ability	11 o'clock to 12:30 o'clock
General Background	1:30 o'clock to 3:30 o'clock
Modern Language	4 o'clock to 5 o'clock

The English Expression Examination is a test of correctness, effectiveness, sensitivity, and organization in written English.

The General Ability Examination is a test of ability to read and to interpret tabular and quantitative data.

The General Background Examination is a test of understanding of the ideas and concepts basic to the development of the United States and other countries.

The Modern Language Examination is a test of ability to read with comprehension French, German, Russian or Spanish.

The examinations are graded on a relative basis rather than on an absolute basis so that the candidates are in competition with each other.

The Modern Language Examination will be graded separately. The three other examinations are parts of an integrated whole. In computing the average, they are weighted as follows:

English Expression	3 points
General Ability	3 points
General Background	4 points

A candidate who receives a weighted average grade of 70 or higher in the first three parts of the examination may take the Oral Examination regardless of his grade in the Modern Language Examination. If he then passes the Oral Examination and the Physical Examination he will be offered appointment. If he has not passed the Modern

Language Examination his appointment will be made subject to a special condition. That condition is that such an officer may neither be promoted to a higher class nor retained in the Service for longer than four years unless within that time he passes either the written examination in French, German, Russian, or Spanish, which will be offered semi-annually, or, on the occasion of his presence in Washington, an oral examination in a modern foreign language of his choice.

The Department of State does not recommend any special course, colleges or universities for preparation for the Foreign Service. Adequate educational preparation for the examination may be obtained in many types of institutions throughout the country.

**THE ORAL EXAMINATION.** The Oral Examination is designed to enable the examiners to judge the candidate's personality, resourcefulness, and versatility; the breadth and depth of his interests; his knowledge of subjects which fall within the scope of Foreign Service work; his ability to express and defend his views in the presence of a group; his ability to work with people; and his suitability as a representative of the United States abroad. The decision in the Oral Examination is made in the light of all available information concerning the candidate.

**THE PHYSICAL EXAMINATION.** The Physical Examination is designed to determine a candidate's physical fitness to perform the duties of a Foreign Service officer and to determine the presence of any physical, nervous, or mental disease or defect of such a nature as to make it unlikely that he would become a satisfactory officer. The Physical Examination is conducted by the Medical Director for the Foreign Service or by medical officers of the Army, Navy, or Public Health Service.

**THE DEADLINE FOR RECEIPT OF APPLICATIONS IS THE CLOSE OF BUSINESS, MAY 2, 1955. APPLICATIONS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**